

(2) OMB Circular A-87, “Cost Principles for State, Local and Indian Tribal Governments”;

(3) OMB Circular A-122, “Cost Principles for Nonprofit Organizations”; and

(4) OMB Circular A-133, “Audits of States, Local Governments, and Non-profit Organizations.”

(b) The OMB Circulars are available at <http://www.whitehouse.gov/omb/circulars/index.html>.

(c) Additional policy guidance related to Title VI of the Civil Rights Act of 1964, regarding persons with limited English proficiency, is provided in Commission guidance at <http://www.archives.gov/nhprc/> and from the NHPRC staff.

[71 FR 27624, May 12, 2006, as amended at 72 FR 2768, Jan. 23, 2007]

§ 1206.74 Do I need prior written approval for changes to the grant project?

You must obtain prior written approval from the Commission for most changes in the grant project and terms of the grant. Detailed instructions are found in *How to Administer an NHPRC Grant* available at <http://www.archives.gov/NHPRC> or from the NHPRC staff.

§ 1206.76 How do I obtain written approval for changes in my grant project?

(a) Requests for changes in the project must be submitted in writing and signed by grantee’s authorized representative. The signed, written response of the Commission’s Executive Director, or the Executive Director’s designee, will constitute approval for the change.

(b) Requests for extensions of the grant period should be signed by the grantee’s authorized representative and submitted not more than two months before the scheduled end of the grant period. We will not allow extensions unless a project is up-to-date in its submission of financial and narrative reports.

§ 1206.80 What reports am I required to make?

(a) Grant recipients are generally required to submit annual financial sta-

tus reports and semi-annual narrative progress reports, as well as final financial and narrative reports at the conclusion of the grant period. The grant award document will specify the dates on which your reports are due. In order to fulfill its oversight and monitoring responsibilities, the NHPRC or Commission may require additional reports or information at any time during the grant. OMB Control Number 3095-0013 has been assigned to this information collection.

(b) Detailed reporting requirements are found in *How to Administer an NHPRC Grant* available at <http://www.archives.gov/NHPRC> or from the NHPRC staff.

§ 1206.82 What is the format and content of the financial report?

Grant recipients must submit financial reports on Standard Form 269, if there is program income to report, or Standard Form 269A (Short Form), and have them signed by the grantee’s authorized representative or by an appropriate institutional fiscal officer. If cost-sharing figures are less than 80 percent of the amount anticipated in the project budget, you must explain the reason for the difference.

§ 1206.84 What is the format and content of the narrative report?

(a) Interim narrative reports should state briefly the performance objectives and activities for the entire grant and then focus on those accomplished during the reporting period. The report should include a summary of project activities; whether the project proceeded on schedule; any revisions of the work plan, staffing pattern, or budget; any Web address created by the project; and any other press releases articles or presentations relating to the grant project or its products. It should include an analysis of the objectives met during the reporting period and any objectives for the period that were not accomplished. For documentary editing projects, it also must include information about the publication of volumes and the completion of finding aids, as well as any work that is pending with publishers.

(b) The final report must provide a detailed assessment of the entire